



Accident and Injury Policy

Reviewed date: January 2024

1. Introduction

This policy outlines the procedures followed by Bidborough Village Nursery School in the event of an accident or injury to a child.

2. Staff Training

- All staff members complete an Emergency Paediatric First Aid course upon joining and undertake refresher training every 2 years.
- Regular in-house training sessions are conducted to ensure all staff are familiar with first aid procedures.

3. Procedures for Minor Accidents

- For minor injuries (e.g., small cuts, bruises), staff will provide first aid using a cold compress and tender loving care (TLC).
- Detailed first aid procedures for common minor injuries are provided in the Staff First Aid Manual.
- Parents will be informed about the incident at collection time and are required to sign the accident form.

4. Communication with Parents

- In the event of any head injury, no matter how minor, parents will be informed immediately.
- The nursery maintains an updated list of emergency contact numbers for all children.

5. Procedures for Serious Accidents

- In case of a serious injury, the child will receive immediate medical attention from a staff member trained in first aid.
- The parents will be contacted immediately. If the parents cannot be reached, the nursery will use emergency contact numbers.
- If necessary, the child will be taken to the nearest hospital. A staff member will accompany the child and stay until the parents arrive.

6. Reporting to Regulatory Bodies

- Serious incidents will be reported to Ofsted/ISI and local safeguarding agencies as per regulatory requirements. The Nursery Manager is responsible for ensuring that these reports are made within 24 hours of the incident.

7. Documentation and Record-Keeping

- All accidents and injuries are recorded on an individual accident record sheet, detailing the nature of the incident, action taken, and any follow-up required.
- Records are securely stored and reviewed periodically to identify any patterns or areas for safety improvement.

8. Cross-referencing with Other Policies

- This policy should be read in conjunction with the Managing Behaviour Policy and Safeguarding Policy of the nursery.

9. Policy Accessibility

- This policy is available in a format that is accessible to all staff members and is displayed in the staff room.
- Staff are encouraged to familiarize themselves with this policy and are provided with training on its implementation.